

DARTMOUTH SCHOOL COMMITTEE POLICIES

File: KF-R

REGULATIONS AND FEE SCHEDULE CONCERNING USE OF DARTMOUTH SCHOOL FACILITIES (INCLUDING GROUNDS) PERTAINING TO DARTMOUTH SCHOOL COMMITTEE POLICIES

1. The right to change the regulations regarding the use of the school facilities shall be the responsibility of the Dartmouth School Committee only.
2. The Dartmouth School Committee, through its Superintendent, shall reserve the right to decline to rent its facilities or to cancel any rental of them.
3. The use of school facilities for other than school activities will not be allowed until after 4:00 p.m., on school days. However, exceptions may be made with the prior approval of the School Business Administrator.
4. Organizations using the building and/or grounds will assume all responsibility for the condition of the building and grounds. Absolute responsibility for any damage to the school facilities while they are being used will rest with the using organization.
5. Organizations using school facilities shall not nail, tack, tape, screw, or affix any fastening device to any part of a building, without prior approval of the School Business Administrator.
6. Alcoholic beverages, drugs, and/or tobacco products are not permitted in any part of a school building or on school grounds at any time.
7. Labor related fees shall be at the existing extra-work rate figured in intervals of one-half hour.
 - a) An invoice for the use of facilities including estimated personnel fees (in half-hour increments) will be mailed to the using organization prior to the use of facilities. Payments that are not received within two weeks of the date noted on the invoice, will result in the cancellation of the activity. Checks are to be made payable to "The Town of Dartmouth" and mailed to the Dartmouth Public Schools, 8 Bush St., Dartmouth, MA, 02748 (Attention: Accounting Department).

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- b) Invoices for the balance of personnel fees and any additional fees due will be mailed to the using organization within two weeks after the use of the facilities date. This invoice must be paid within ten (10) days of the date noted on the invoice. Checks are to be made payable to “The Town of Dartmouth” and mailed to the Dartmouth Public Schools, 8 Bush St., Dartmouth, MA, 02748 (Attention: Accounting Dept.).
 - c) The failure to pay past charges may be used as the basis to prohibit further, future use.
8. The Chief of Police shall determine the minimum number of Police Officers required by the using organization for the event (s) in question (as applicable).
 9. Automobiles shall be parked in the established blacktopped parking lots adjacent to the sidewalks or on the grounds in designated areas.
 10. The person in charge of the organization using the facilities shall be the first to arrive and the last to leave the facilities. He/she should check with the school personnel onsite who are in charge before exiting the building. No one will be allowed to enter the building before the person in charge arrives at the facilities.
 11. Members of a using organization must remain in the area designated for their activity **throughout** the event.
 12. Assigned personnel shall check with the person in charge of the organization using the facilities when reporting for duty.
 13. Any change in the use of facilities that differs from the approved permit must be cleared in advance through the Business Office. This includes rehearsals.
 14. Summer use of school facilities must be arranged in advance through the Business Office and approved by the building Administrators.
 15. An organization representative must contact the building principal or his/her designee prior to using the area facilities. This should be done at least five (5) days prior to the event.
 16. Written application, via the application form, is required. Application forms for permits may be obtained at the Administration Office and must be completed and returned through the Building Administrators for their

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review, preferably in person. If gymnasiums or field facilities are requested, the application must first be routed through the Director of Athletics, Physical Education and Health prior to the recommendation of the Building Administrator. A tentative date will be reserved for only ten (10) days from the date of request.

17. Special privileges and deviations from the approved conditions of the application cannot be granted by anyone other than the Superintendent. Usage of facilities not specifically noted, and charges, if any, shall be determined by the School Business Administrator.

Buildings

1. Rehearsals will require the same school personnel services and fees as the performance.
2. No organization or individual will be allowed to enter the building without the assigned custodian present. The custodian's extra-rate minimum will apply each time the building is opened.
3. Organizations and/or individuals will enter and leave the building through designated doors only. The custodian will be responsible for opening and closing the building.
4. Organizations must always work within the time limits of their permits. They are expected to leave the building promptly and in an orderly manner at the designated time. Exceptions can be made with the prior approval of the custodian in charge.
5. No organization will be allowed to rehearse later than 11:00 p.m.
6. The school personnel in charge have the authority to ask an individual or individuals to leave the building for unacceptable conduct.
7. Building equipment shall not be moved or used without prior permission. The organization is responsible for any damage to school equipment/facilities through its use.
8. Trained school personnel shall be the **only** personnel allowed to operate the stage curtains or lighting facilities in any part of the building unless operation by another individual or individuals is previously approved by the School Business Administrator.
9. Smoking is not permitted in any part of the building at any time.

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10. Food and refreshments shall not be served in any part of the building, other than designated areas, without permission of the School Business Administrator.
11. Whenever the cafeteria facilities are used, one of the regular cafeteria employees must be present, at an additional cost to the organization. This employee shall supervise the use of all equipment and shall serve only in a supervisory capacity to assure that the cafeteria is clean and ready for use the following morning.
12. A matron will be assigned to the ladies room, if, in the opinion of the School Business Administrator, this is advisable or necessary, at an additional charge to the organization. This assignment shall be in addition to that of the custodian.
13. Assigned school personnel should be in the foyer outside the area of use and available to assist at all times.
14. When the area in use is the High or Middle School's gymnasiums, the custodian and/or matron on duty should make a round of the area after the teams leave the locker rooms at the beginning of the first and second game and after the half breaks. Also, participating athletes should enter the locker rooms through the entrance inside the gymnasium only.
15. Any organization using the buildings must restore the areas to a condition equal to that prior to its use by the organization, to the satisfaction of the Superintendent/designee. Failure to comply may result in additional charges for additional cleaning/repair.

Fields and Grounds

1. The use of the Memorial Stadium must have the prior approval of the School Business Administrator.
2. Any organization using the stadium, fields or grounds must restore the areas to a condition equal to that prior to its use by the organization, to the satisfaction of the School Business Administrator.
3. Use of the stadium, fields or grounds may be cancelled by the Superintendent of Schools based on the recommendation of the Business Office, Athletic Director, or other involved due to unforeseen circumstances if, in its opinion, it becomes necessary to protect the best interests of the school programs or the best interests of the town.

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4. Food and beverage sales in the stadium are permitted through the permission of the School Committee upon the recommendation of the Superintendent of Schools/designee. This should be considered as a separate part of any rental permit issued for the use of the stadium.
5. With the exception of the stadium and auditorium, organizations must provide their own public address system. The use/volume must be controlled in order not to interfere with area residents.
6. Use of stadium, fields and grounds may be cancelled by the Superintendent, upon the recommendation of the Director of Athletics and/or School Business Administrator, if the condition of the fields do not warrant such activity (because of rain, sleet, snow, etc.)

FEE SCHEDULE

NON – LOCAL ORGANIZATIONS

(Not Located in Dartmouth)

Rental Fee (per day):

	<u>High School</u>	<u>Middle School</u>	<u>Elementary School</u>	<u>Additional Fees</u>
Auditorium				
Non-Charitable	\$ 1,200.00	\$ 600.00	\$ 300.00	1,4,5,6,9
Charitable and/or Non-Profit	600.00	300.00	150.00	1,4,5,6,9
Gymnasium				
Non-Charitable	\$ 1,200.00	\$ 600.00	\$ 300.00	1,4,5,6,7
Charitable and/or Non-Profit	600.00	300.00	150.00	1,4,5,6,7
Cafeteria				
Non-Charitable	\$ 1,200.00	\$ 600.00	\$ 300.00	1,2,4,5,6
Charitable and/or Non-Profit	600.00	300.00	150.00	1,2,4,5,6
Kitchen				
Non-Charitable	\$ 150.00	\$ 150.00	\$ 100.00	1,2
Charitable and/or Non-Profit	100.00	100.00	50.00	1,2
Classroom				
Non-Charitable	\$ 150.00	\$ 150.00	\$150.00	1,9

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Charitable and/or Non-Profit	100.00	100.00	100.00	1,9
Stadium				
Non-Charitable	\$ 1,000.00			1,3,5,8
Charitable and/or Non-Profit	500.00			1,3,5,8
Field				
Non-Charitable	\$ 500.00	\$ 500.00	\$ 500.00	1,8,3
Charitable and/or Non-Profit	400.00	400.00	400.00	

*A materials, supplies, and upkeep fee of \$100 (per team) will be applied to non-school teams/groups engaged in multiple games/events in any given season.

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LOCAL ORGANIZATIONS

(Located in Dartmouth)

Rental Fee (per day):

	<u>High School</u>	<u>Middle School</u>	<u>Elementary School</u>	<u>Additional Fees</u>
Auditorium				
Non-Charitable	\$ 600.00	\$ 300.00	\$ 150.00	1,4,5,6,9
Charitable and/or Non-Profit	300.00	150.00	100.00	1,4,5,6,9
Gymnasium				
Non-Charitable	\$ 600.00	\$ 300.00	\$ 150.00	1,4,5,6,7
Charitable and/or Non-Profit	300.00	150.00	100.00	1,4,5,6,7
Cafeteria				
Non-Charitable	\$ 600.00	\$ 300.00	\$ 150.00	1,2,4,5,6
Charitable and/or Non-Profit	300.00	150.00	100.00	1,2,4,5,6
Kitchen				
Non-Charitable	\$ 150.00	\$ 150.00	\$ 100.00	1,2
Charitable and/or Non-Profit	100.00	100.00	50.00	1,2
Classroom				
Non-Charitable	\$ 100.00	\$ 100.00	\$ 100.00	1,9
Charitable and/or Non-Profit	50.00	50.00	50.00	1,9
Stadium				
Non-Charitable	\$ 500.00			3,5,8
Charitable and/or Non-Profit	350.00			3,5,8
Field				
Non-Charitable	\$ 500.00	\$ 500.00	\$ 500.00	1,3,8
Charitable and/or Non-Profit	400.00	400.00	400.00	

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Additional Fees:

1. Custodian Fee – 3 hour minimum at time and one-half base rate per Labor Agreement
2. Cafeteria Supervisor Fee – 2 hour minimum at time and one-half base rate per Labor Agreement
3. Maintenance Staff Fee – 3 hour minimum at time and one-half base rate per Labor Agreement
4. Engineer/Technician Fee – rate established at time and one-half the base rate per Labor Agreement
5. Police Fee – Amount established with lessee and Dartmouth Police Department
6. Matron Fee – 2 hour minimum at time and one-half the base rate per Labor Agreement
7. Shower/Locker Room Fee – \$50.00 Middle/High School only
8. Lighted Field - \$30.00 per hr. for lights in field
9. Air Conditioning - \$30.00 per hr. for air conditioning
10. A materials, supplies and upkeep fee of \$100 (per team) will be applied to non-school teams/groups engaged in multiple games/events in any given season. (Does not apply to singular events.)

The Committee, may reduce or waive rental fees for charitable and/or civic activities in which Dartmouth citizens participate. An organization requesting such a waiver must petition the Committee annually.

Additional Fees are requested where noted.

This policy is not intended to conflict with existing Labor Agreements.

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School Cancellation by the Superintendent will result in the cancellation of the Dartmouth Schools Facility and Fields Use Request Agreement on that date.